



Workforce Planning Teams – Roles and Responsibilities

Team Name	Team Members	Roles and Responsibilities
Executive Steering Team	<ul style="list-style-type: none"> Head of Agency Director Level and above Executive Sponsor Workforce Planning Manager 	<ul style="list-style-type: none"> Provide Guidance and direction for the WFP effort Ensure linkage between strategic plan and WFP Ensure resources are available for planning and committee work
Workforce Planning Project Team	<ul style="list-style-type: none"> Line Managers HR, IT, Budget analysts/staff WFP Project Manager 	<ul style="list-style-type: none"> Develop sub-teams Receive sub-team reports and incorporate into WFP Provide updates on the status of Workforce Planning to the Executive Sponsor
Communications Sub-Team	<ul style="list-style-type: none"> WFP Project Manager Executive Sponsor 	<ul style="list-style-type: none"> Develop communication plan for agency
Internal/External Scan Sub-Team	<ul style="list-style-type: none"> HR IT Budget analysts 	<ul style="list-style-type: none"> Conduct an external scan of workforce issues Conduct an internal scan of workforce demographics, current skills, competencies and labor relations issues and organizational climate Turnover statistics Budget implications of workforce issues
SWOT Sub-Team	<ul style="list-style-type: none"> HR WFP Project Manager Employees Union reps Frontline Managers/Supervisors 	<ul style="list-style-type: none"> Determine agencies Strengths, Weaknesses, Opportunities and Threats through focus groups, online surveys
Supply and Demand Sub-Team	<ul style="list-style-type: none"> HR Frontline Managers 	<ul style="list-style-type: none"> Determine current workforce supply Determine workforce demand for the future Determine staffing resources available Determine gap between supply and demand
Competency Sub-Team	<ul style="list-style-type: none"> HR Frontline Managers Top Leaders Frontline employees 	<ul style="list-style-type: none"> Determine competencies for future needs for critical positions in the agency

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Culture Climate Sub-Team	<ul style="list-style-type: none"> ▪ HR ▪ Line Managers ▪ Executive Sponsor 	<ul style="list-style-type: none"> ▪ Develop an employee attitude survey for the agency ▪ Conduct focus groups to determine questions for the survey and issues
Gap-Closing Implementation Sub-Team	<ul style="list-style-type: none"> ▪ HR Director ▪ HR Staff ▪ Executive Sponsor ▪ WFP Project Manager ▪ Front managers 	<ul style="list-style-type: none"> ▪ Develop competency model for the agency ▪ Implement competency-based recruitment and selection, performance management and training and development ▪ Re engineering of work to meet strategic objectives
Evaluation Sub-Team	<ul style="list-style-type: none"> ▪ Executive Steering Team ▪ Executive Sponsor ▪ WFP Project Manager ▪ Support staff 	<ul style="list-style-type: none"> ▪ Develop project outcomes and measure success against plan